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A GUIDE TO A PRACTICAL ACQUAINTANCE
WITH THE ART OF

CONDENSED LONG-HAND,

BY MEANS OF WHICH THE PRINCIPAL ADVANTAGES OF SHORT-
HAND ARE SECURED WITHOUT RESORT TO STENOGRAPHIC
CHARACTERS AND WITH PERFECT LEGIBILITY,

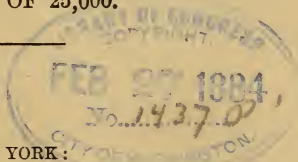
BY EUGENE BENETT.

“Who that is much in the habit of writing, has not often wished for some means of expressing by two or three dashes of the pen, that which as things are, it requires such an expenditure of time and labor to commit to paper? Our present mode of communication must be felt to be cumbersome in the last degree; unworthy of these days of invention; we require some means of bringing the operations of the mind, and of the hand, into closer correspondence. The brightest thoughts are often marred in the writing.”


EDITION OF 25,000.

NEW YORK:
J. PRICE, PRINTER,
62 DUANE STREET.

1884.



"Our living flocks of thoughts need no longer trudge it slowly and wearily down the pen and along the paper, hindering each other as they struggle through the strait gate of the old hand-writing. Our troops of feelings need no more crawl, as snails crawl, to their station on the page: regiment after regiment may now trot briskly forward, to fill paragraph after paragraph: and writing, once a trouble, is now at breathing-ease. Our kind and loving thoughts, warm and transparent, liquid as melted from the hot heart, shall no longer grow opaque, and freeze with a tedious dribbling from the pen; but the whole soul may now pour itself forth in a sweet shower of words. Condensed Long-hand will be of a use in the world hitherto undreamed of."



Condensed Long-hand is nothing new; it has been in daily use for years, and is the practical result of many days of labor with the pen.

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256
B46

INTRODUCTION.

WHEN Condensed Long-hand was first constructed, the practice of it was almost confined to the reporting of speeches and sermons by professional writers for the press: the art is now in daily use, like ordinary long-hand, by thousands of persons in all parts of the world where the English language is spoken. This extended practice of it has been effected by the ever-increasing activity of the age, and by the simplicity and efficiency of the system which has thus commended itself to public favor. As the causes which have produced this result continue in full force, the effects must increase until Condensed Long-hand shall become the general medium of communication by writing.

The great and desirable object which the Author believes he has accomplished in the construction of Condensed Long-hand, is briefly this:—The representation of every word that occurs in the English language, by the simple consonants which enter into their combination, and the placing of these consonants in either of the three positions above, on or through the line according to the vowel which is accented in the word and which gives it its most prominent sound (the same rule as in Stenography). These signs being of the briefest description, Condensed Long-hand is necessarily a system of Short-hand; but it must be seen, from what has been stated, that it is radically distinct from all systems of mere Stenography. In Condensed Long-hand, it may almost be said that the very sound of every word is made visible; whereas, in deciphering any of the common systems of Stenography, the context, the memory, the judgment—all must be called in to assist the eye. This is the great obstacle which has hitherto prevented Stenography from coming into general use. Its illegibility when written makes us fear to trust our thoughts to its faithless keeping, and renders it quite insufficient to supersede common writing, as a means of general communication.

Condensed Long-hand combines the legibility of ordinary Long-hand, with the brevity of Short-hand. The system is capable of answering every requirement of the man of science or business, as well as of the professional reporter; yet it is so simple, that its principles may be mastered in a few hours, and an hour's daily practice for a week, in reading and writing, will enable the student to use it with safety and some degree of freedom; while the same amount of practice, continued for a month, will enable anyone who has acquired facility in using the pen in common writing, to report speeches, sermons, lectures, etc., delivered at the rate of a hundred words per minute.

The student of Condensed Long-hand will find no difficulty in acquiring a knowledge of this most useful art, if he will practice according to directions:—He should first obtain a thorough knowledge of the vowels and their places, (as displayed on page 5.)

Rapidity and accuracy combined can be attained by a little practice. It is necessary to use ruled paper when writing Condensed Long-hand. Either a pen or a pencil may be employed.

Origin of the Present System of **CONDENSED LONG-HAND.**

ALL the systems of Stenography or Phonography which have yet been published, have consisted simply of lines or curves drawn light or heavy to represent the consonants of the words of the language. The idea of the Authors was to show the consonants; the vowels of course were not required. The accented vowel was seen by the position of the characters on, above or through the line. With the consonants and accented vowel the word could be very easily read. When any one of these various systems of Stenography or Phonography had been learned by months of careful study, and put to the test by daily use, they were found in nearly every case unfit for practice: except by a genius possessed of an extraordinary memory; one who rather remembered the matter than read the characters he had formed. He was, perhaps, a youth—or at least had learned the art while his memory was yet fresh. The majority of people found it impossible, practically, to trace the outlines rapidly with such accuracy as to be able the next day to know what phonographic letters they represented. The great difficulty came in trying to distinguish what letters the different characters were intended to represent. If they were drawn nicely, and looked clear and plain, the task of reading them became an easy one.—Then practical people suggested the propriety of substituting the ordinary writing letters of Long-hand for the Stenographic characters. Although the speed would be thereby somewhat decreased the result would be a gain in legibility. The mysteries of Stenography were accordingly, abandoned for something which could be easily formed and read without hesitation. Something which could be easily learned, understood and remembered without taxing the memory with numberless groups of optional lines and curves. Condensed Long-hand replaces the Stenographic signs by the ordinary written letters, in the three different positions for the accented vowel of the word; thus reducing Stenography to a practical system of Short-hand. With the consonants and accented vowel every word in the English language can be read. These pages contain the leading principles as practiced; the student will find very little that is hard to learn, after he has mastered the vowels and their positions. This table should claim his first attention, (it will take but twenty minutes at the most, to firmly fix it in the memory), as it is very necessary in order to thoroughly understand what follows.

2

VOWELS AND DIPHTHONGS.

SIMPLE VOWELS.

LONG.		SHORT.	
Sound.	Posit'n.	Sound.	Posit'n.
as in		as in	
AH half	1	ă that	1
EH pay	2	ĕ pen	2
EE she	3	ĭ is	3
AW thought	1	ŏ not	1
OH so	2	ũ one	2
OO poor	3	ö foot	3

DIPHTHONGS.

I ¹	as in my.	OW 3.	as in now.	OI ¹	as in oil.	U. 3.	as in new
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ORDER OF THE VOWELS.

The order of the simple vowels may be remembered by saying :—

Long Vowels.—Half pay she thought so poor.

Short Vowels.—That pen is not one (pronounced *wun*) foot [in length].

Other sentences in which the effect of *r* upon a preceding vowel is heard, are,

Long Vowels.—Aunt, spare me all those spoons.

Short Vowels.—Are her figs or furs good ?

The positions of the vowels are represented in above table by figures : 1, meaning the letters are written above the line ; 2, resting on the line ; 3, they are written through the line.

Hence, if the sound of the vowel of a word is AH as in half ; AW as in thought ; ă as in that or ŏ as in not, the condensed form of the word is to be written in the first position, viz: above the line. If the sound of the vowel is EH as in pay ; OH as in so ; ĕ as in pen or ŏ as in one, the form is to be placed in the second position, that is, on the line. And if the vowel is EE as in she ; OO as in poor ; ĭ as in is or ö as in foot, the word must be written through the line. With the diphthongs, if the vowel sounds I as in my, the word is written in the first position. OW as in now in the third position. OI as in oil in the first position, and U as in new in the third position.

These are all the vowels to be met with, in the language.

When there are more than one vowel, the position of a word is determined by the accented vowel. That is to say, the vowel which is most distinctly heard in the pronunciation of the word.

EXAMPLES.

Bcm (2) Become.
Bgn (3) Begin.
D (3) Do
Dbl (2) Double.
Dt (3) Doubt.

H (3) He.
Ech (3) Each.
Fr (1) For.
Frm (1) From.
G (2) Go.

H (3) How.
Lk (1) Like.
M (3) Me.
Md (2) Made.
N (2) No.

By *singing* a word containing a vowel, the true sound will be heard in the long sound thus produced. Compare *pick*, *peek* ; *cot*, *caught*.

SHORT VOWELS.

The greatest difficulty which most learners experience, lies in catching the true sounds of the short vowels. Having been accustomed all their lives to say *eh t*, at ; *p ee t*, pet ; *eye t*, it ; *n oh t*, not ; *you s*, us, they suppose that these letters really make the syllables which follow ; but they do not. This difficulty arises from calling the five vowels *eh*, *ee*, *eye*, *oh*, *you*. Formerly they were called *ah*, *eh*, *ee*, *oh*, *oo*. These are the sounds they generally receive in words, and they must be so named in writing

The short sound of *a* in *mate* is *e* (say *eh* quickly) in *met*.

The short sound of *e* in *mete* is *i* (say *ee* quickly) in *mit*

The long *i* in *pine*, being a diphthong, has no short sound.

The short sound of *aw* in *naught* is *o* (say *aw* quickly) in *not*.

The short sound of *o* in *note* is very nearly *u* (*uh*) in *nut*.

The long *u*, in *tune*, being a diphthong, has no short sound.

If a word begins with a vowel it is always better to write the vowel, in order to guard against mistakes in the reading.

EXAMPLES.

Ofn (1) Often.
Ot (1) Ought.

Ops (2) Oppose.
If (3) If.

Unn (3) Union.
Agr. (3) Agree.

EXCEPTIONS.

Xl (2) Excel. Xmn (1) Examine. Undrstnd (1) Understand.

And a few others, which will be discovered in practice.

It will be seen that the preceding abbreviations are composed of one or more of the consonant letters used in the construction of the syllables they represent, the vowels being omitted. With a little experience, they will be as easily read as if written in full. Experience has shown that such omission does not impair the legibility of writing.

One is struck with the fact that the words used in conversation or composition in any department of human thought are relatively few in number. An extended investigation of this subject will demonstrate the fact, that a few hundred primitive words, most of which undergo but slight modifications in form, in accordance with the requirements of grammatical usage in respect to number, gender, person, mood and tense, or their transfer for use as other parts of speech; embrace fully nineteen-twentieths of the language ordinarily employed.

It is of the first importance that the learner should read every exercise he has written that his eye may become familiarized with the words represented.

In ordinary spelling the letters SE and the letter S are often used to represent the sound of Z. In the case of certain suffixes, the legibility of the abbreviations may often be increased by employing the letter Z therefor.

EXAMPLES.

Xrcz (2)	Exercise.	Dfz (3)	Diffuse.	Dmz (1)	Demise.
Rfz (3)	Refuse.	Rmtzm (3)	Rheumatism.	Rvz (1)	Revise.

Whenever practicable, it is desirable to economize finger movement by avoiding the complex and irregular spelling of many words in the language. To this end, as a rule, silent and superfluous let-

ters should be omitted. The following examples will illustrate this manner of abbreviation :

<i>Words.</i>	<i>Condensed.</i>	<i>Words.</i>	<i>Condensed.</i>	<i>Words.</i>	<i>Condensed.</i>
Attempt	Atmt (2)	Though	Tho (3)	Neighbor	Nbr (2)
Caught	Cot (1)	Track	Trk (1)	Prompt	Prmt (1)
Doubt	Dt (3)	Brought	Brt (1)	Sick	Sk (3)
Plough	Plw (3)	Cough	Cf (1)	Whole	Hl (2)
Rough	Rf (3)	Empty	Emt (2)	Through	Thr (3)

PHONETIC EMPLOYMENT OF CONSONANTS.

In ordinary spelling the letter G is often used to represent the sound of J, the letter C to represent the sound of K, and the letter S to represent the sound of Z and Zh. As J, K and Z are but little used in the written language, legibility will often be increased by employing them in the places of G, C and S. Examples :

<i>Words.</i>	<i>Condensed.</i>	<i>Words.</i>	<i>Condensed.</i>	<i>Words.</i>	<i>Condensed.</i>
Carry	Kry (1)	Business	Bzns (3)	Wharfage	Wrfj (1)
Copy	Kpy (1)	Choose	Chz (3)	Always	Alwz (1)
Catch	Kch (1)	Diffuse	Dfz (3)	Busy	Bz (3)
Court	Krt (2)	Easiness	Ezns (3)	Cause	Kz (1)
Badge	Bj (1)	Leisure	Lzr (3)	Devise	Dvz (1)
Dodge	Dj (1)	Please	Plz (3)	Ease	Ez (3)
Large	Lj (1)	Provizo	Prvzo (1)	Has	Hz (1)
Manage	Mnj (1)	Begrudge	Bgrj (2)	Measure	Mzr (2)
Village	Vlj (3)	Drudge	Drj (2)	Pleasure	Plzr (2)
Advise	Advz (1)	Lodge	Lj (1)	Reason	Rzn (3)
As	Az (1)	Suggest	Sjst (2)	Treason	Trzn (3)

Of the words in frequent use, a few, by reason of their extreme brevity, or because of their liability to be mistaken for others if written in shortened form, must be written wholly, or in part, with their vowel letters. As they form exceptions to the general rule, they should be used in practice until they are committed to memory.

WORDS TO BE WRITTEN WITHOUT ABBREVIATION.

Ago	Got	Led	Sat
Am	Held	Met	Step
At	If	On	Us
By	Is	Our	We

It will sometimes happen that the same combination will represent two or more words; in such cases, generally, the context will determine which word is intended.

With a proper abbreviation for the most frequently recurring words in the language, the speed of an expert may be readily increased to from 120 to 150 words a minute—a rate sufficiently rapid for all uses except for reporting the utterances of swift speakers.

The word “And” is represented by &. It occurs very frequently.

The learner must constantly bear in mind the necessity of reading and re-reading the preceding explanations until he has acquired a thorough knowledge of the methods employed for shortened representation and the principles upon which the system is based. In connection with the reading, it is of equal importance that he practice the abbreviations used in illustration thereof, until speed has been acquired in writing them and they are fixed in the memory. Each exercise so written should be read by the learner until his eye is so far educated that the abbreviations will readily convey to his mind a knowledge of the words they represent. Supposing him to have been thus through in pursuing his study and practice, he should next begin a course of practice with the abbreviations of those words which are in such frequent use in the construction of the language as to constitute fully three-fifths of the words employed in speech and composition. They are about 350 in number.

AN ALPHABETICAL LIST OF WORDS IN MOST FREQUENT USE, WITH THEIR ABBREVIATIONS.

A A (2)	Again Agn (2)	Am Am (1)
About Abt (3)	Against Agnst (2)	Among Amng (2)
Above Abv (2)	Ago Ago (2)	Amongst Amgnst (2)
According Acrdng (1)	All Al (1)	An A (1)
Across Acrs (1)	Almost Almst (2)	And & (2)
After Afr (1)	Already Alrd (2)	Another Aothr (2)
Afternoon Afrn (3)	Also Als (2)	Any Ay (2)
Afterward Afrwd (1)	Altogether Altgthr (2)	Anybody Aybd (1)
Afterwards Afrwds (1)	Always Alwz (2)	Anything Aythng (2)

Anywhere Aywhr (2)	Eighty-one 8l	Had Hd (1)
Anywise Aywz (1)	Either Ethr (3)	Half Hf (1)
Are R (1)	Eleven ll	Has Hz (1)
Around Arnd (3)	Else Els (2)	Have V (1)
As Az (1)	Elsewhere Elswr (2)	He H (3)
At At (1)	Enough Enf (2)	Hence Hnc (2)
Away Awa (2)	Entirely Ntrly (1)	Her Hr (2)
Be B (3)	Even Evn (3)	Here Hr (3)
Backward Bkwrđ (1)	Evening Evng (3)	Hereafter Hraf (1)
Because Bcz (1)	Ever Evr (2)	Herein Hrn (3)
Been Bn (3)	Every Evry (2)	Heretofore Hrtfr (2)
Before Bfr (2)	Everybody Evrybd (1)	Herself Hrsf (2)
Beforehand Bfhnd (2)	Everything Evrytg (3)	Him Hm (3)
Behalf Bhf (1)	Everywhere	Himself Hmsf (2)
Behind Bhnd (1)	Evrywrr (2)	His Hs (3)
Being Bng (3)	Except Xcpt (2)	Hither Hthr (3)
Beside Bsd (1)	Far Fr (1)	Hour Our (3)
Besides Bsdz (1)	Farther Frthr (1)	How H (3)
Best Bst (2)	Few Fu (3)	However Hevr (2)
Better Btr (2)	Fifteen 15	I I (1)
Between Btw (3)	First Frst (2)	If If (3)
Beyond Bynd (1)	Five 5	Immediate Imdt (3)
But Bt (2)	Fifth 5h	Immediately Imdtl (3)
By By (1)	Fifty 50	In In (3)
Can Cn (1)	Fifty-one 5l	Indeed Indd (3)
Can't Cnt (1)	For F	Infrequent Infqnt (3)
Certain Crtn (2)	Forenoon Fnn (3)	Instead Instd (2)
Certainly Crtnl (2)	Forever Fevr (1)	Into Int (3)
Could Cd (3)	Former Fmr (1)	Is Is
Day Da (2)	Formerly Fmrly (1)	It T (3)
Did Dd (3)	Forty 40	Itself Tsf (2)
Do D (3)	Forty-one 4l	Just Jst (2)
Double Dbl (2)	Forward Fwd (1)	Last Lst (1)
Down Dn (3)	Four 4	Latter Ltr (1)
During Drng (3)	Fourth 4h	Latterly Ltrl (3)
Each Ech (3)	Fourteen 14	Less Ls (2)
Eight 8	Frequent Fqnt (3)	Like Lk (1)
Eighth 8h	From Frm (1)	Likely Lkey (1)
Eighteen 18	Full Fl (3)	Likewise Lkwz (1)
Eighty 80	Further Frthr (2)	Many Mny (1)
		May Ma (2)

Me M (3)	Oh Oh (2)	Sixty-one 61
Mere Mr (3)	On On (1)	So S (2)
Messrs Msrs (2)	Once Onc (2)	Some Sm (1)
Might Mt (1)	One hundred 100	Somebody Smbd (1)
Mine Mn (1)	Only oy (1)	Something Smtg (3)
Minute Mnt (3)	Or R (2)	Somewhere Smwr (2)
Miss Ms (3)	Other Othr (2)	Soon Sn (3)
Mister Mr (3)	Otherwise Othrwz (1)	Still Stil (3)
Mistress Mrs (3)	Ought Ot (1)	Subsequent Sbsqnt (2)
Moment Mmnt (2)	Our Our (3)	Such Sch (2)
Month Mnth (2)	Ourselves Oursvz (1)	Sure Sur (3)
More Mr (2)	Out Ot (3)	Take Tk (2)
Morning Mrng (1)	Over Ovr (2)	Tell Tl (2)
Most Mst (2)	Own On (2)	Ten 10
Much Mch (2)	Particular Prtclr (3)	Than Thn (1)
Must Mst (2)	Perhaps Prhps (1)	That Tt (1)
My M (1)	Previous Prvs (3)	The Th (3)
Myself Msf (1)	Quarter. Qtr (1)	Their Thr (2)
Near Nr (3)	Rather Rthr (1)	Them Thm (2)
Neither Nthr (3)	Really Rly (3)	Themselves Thmsv (2)
Never Nv (2)	Recent Rcnt (3)	Then Thn (2)
Nevertheless Nv-ls (2)	Right Rt (1)	Thence Thnc (2)
New N (3)	Same Sam (2)	Thenceforth
Next Nx (2)	Second 2d	Thncfr (2)
Night Nt (1)	Seldom Sldm (2)	Thenceforward
Nine 9	Seven 7	Thncfwd (2)
Ninth 9h	Seventh 7h	There Thr (2)
Nineteen 19	Seventeen 17	Thereby Thrb (1)
Ninety 90	Seventy 70	Therefore Thrfr (2)
Ninety-one 91	Seventy-one 71	Thereof Throf (1)
No N (2)	Several Svrl (2)	Thereunder Thrnd (2)
Nobody Nbd (2)	Shall Shl (1)	Thereupon Thrpn (-)
Nor Nr (2)	She Sh (3)	These Tz (3)
Not Nt (1)	Should Shd (3)	They Th (2)
Nothing Ntg (2)	Since Snc (3)	Third 3d
Now Nw (3)	Sir Sr (1)	Thirteen 13
Nowhere Nwr (2)	Six 6	This Ths (3)
Of Of (1)	Sixth 6h	Thither Ththr (3)
Often Ofn (1)	Sixteen 16	Those Thz (2)
Oftentimes Ofntmz (1)	Sixty 60	Though Tho (2)

Through Thr (3)	Upward Pwd (2)	Which Whc (3)
Throughout Thrt (3)	Us Us (2)	Whichever Whcevr (2)
Till Tl (3)	Usual Uzl (3)	While Whl (1)
To T (3)	Very Vr (2)	Whilst Whlst (1)
To-day Td (2)	Was Wz (1)	Who Wh (3)
To-morrow Tmro (1)	Way W (2)	Whoever Whevr (2)
Toward Trd (2)	Ways Wz (2)	Whom Whm (3)
Towards Trdz (2)	We We (3)	Why Wh (1)
Two 2	Week Wk (3)	Will Wl (3)
Twelve 12	Well Wl (2)	With Wth (3)
Twenty 20	Were Wr (2)	Within Wthn (3)
Twenty-one 21	What Wt (1)	Without Wthot (3)
Uncertain Uncrtn (2)	Whatever Wtevr (2)	Would Wd (3)
Under Ndr (2)	When Wn (2)	Year Yr (3)
Underneath	Whenever Wnevr (2)	Yes Ys (2)
Ndrnth (3)	Where Whr (2)	Yes sir Yss (2)
Unfrequent	Whereabouts	Yesterday Ystrd (2)
Unfrqnt (3)	Wrabt (3)	Yet Yt (2)
Unless Unls (2)	Whereas Wraz (1)	Yonder Yndr (1)
Unlike Unlk (1)	Whereby Wrb (1)	You Y (3)
Until Untl (3)	Wherein Wrn (3)	Your Yr (3)
Unusual Unuzl (3)	Whereof Wrof (1)	Yourself Yrsf (2)
Up P (2)	Whether Wthr (2)	Yourselves Yrsvz (2)
Upon Pn (1)		

The foregoing list of words which are such important factors in the composition of the current language, should be thoroughly practiced until they can be written and read with ease and facility. This accomplished, the learner may proceed to practice the abbreviations of the other words in common use. This will be found to be an easy task. Fully two-thirds of such words are composed in part of prefixes or suffixes, or both; the abbreviations for which joined to the other letters are in most cases keys to interpret the words. With a knowledge of the principles impressed on the mind, the composition of the abbreviations will readily suggest the words they represent. But as a guide to the learner, that his practice may be restricted to those words which, with those he has already learned, make up the great body of the language, a further list of words in common use, with their abbreviations, is added. These should be practiced until they are both written and read with readiness.

AN ALPHABETICAL LIST OF WORDS IN COMMON USE, WITH
THEIR ABBREVIATIONS.

Able Abl (2)	Answer Ans (1)	Available Avlbl (2)
Absent Absnt (2)	Apartment	Aware Awr (2)
Absence Absnc (2)	Apartment (1)	Back Bk (1)
Absolute Absolt (3)	Appear Apr (3)	Bad Bd (1)
Accept Accp (2)	Appearance Aprnc (3)	Balance Bal (1)
Acceptance Accpnc (2)	Apply Apl (1)	Bear Br (2)
Accommodate	Application Aplet (2)	Became Bcam (2)
Accommodate	Appoint Apnt (1)	Begin Bgn (3)
Accommodation	Appointment	Began Bgan (1)
Accommodation	Apntmnt (1)	Belief Blf (3)
Accompany	April Apl (3)	Believe Blv (3)
Accompany	Approach Apch (2)	Benefit Bnft (3)
Accomplish	Appropriate Apprt (2)	Book Bk (3)
Accomplish	Approve Aprv (3)	Born Brn (2)
Account Acnt (3)	Arrange Arng (2)	Break Brk (2)
Accustom Acstm (2)	Arrangement	Broke Brok (2)
Acknowledge Akng (1)	Arrangement (2)	Bring Brng (3)
Acquaint Aqnt (2)	Arrive Arv (1)	Brought Brot (1)
Acquaintance Aqtn (2)	Arrival Arvl (1)	Brother Brthr (2)
Acquire Aqr (1)	Ascertain Acrtn (2)	Business Bzns (3)
Act Act (1)	Ask Ak (1)	Busy Bz (3)
Action Actn (1)	Assert Asrt (2)	Buy By (1)
Addition Adtn (3)	Assertion Asrtn (2)	Calculate Clclt (2)
Address Adrs (2)	Assign Asn (1)	Calculation Clcltn (2)
Admit Admt (3)	Assist Asst (3)	Call Cl (1)
Admission Admsn (3)	Assistance Asstnc (3)	Came Cam (2)
Advantage Adv (1)	Association Asctn (2)	Capable Cpbl (2)
Advise Avz (1)	Assure Asr (3)	Care Cr (2)
Affect Afct (2)	Assurance Asrnc (3)	Catch Kch (1)
Affection Afctn (2)	Assuredly Asrly (3)	Cause Cz (1)
Affidavit Aft (2)	Attempt Atmt (2)	Cautious Coss (1)
Afraid Afrd (2)	Attend Atnd (2)	Cent Cnt (2)
Agree Agr (3)	Attendance Atndnc (2)	Center Cntr (2)
Agreement Agrmnt (3)	Attendant Atndnt (2)	Central Cntrl (2)
Allude Ald (3)	Attention Atntn (2)	Chance Chnc (1)
Allusion Alsn (3)	August Aug (1)	Change Chng (2)
America Amrc (2)	Authority Athrt (1)	Character Chr (1)
American Amrcn (2)	Authorize Athrz (1)	Charge Chg (1)
Amount Amnt (3)	Avail Avl (3)	Choose Chz (3)

Circulation Crcltn (2)	Consideration	Decline Dcln (1)
Circumstance	Cnsdrtn (2)	Decrease Dcrs (3)
Crstnc (1)	Constant Cnstnt (1)	Deem Dm (3)
City Cy (3)	Constitute Cnsttt (3)	Deficient Dfent (3)
Claim Clm (2)	Constitution	Degree Dgr (3)
Collect Clct (2)	Cnsttn (3)	Deliver Dlvr (3)
Collection Clctn (2)	Continue Cntnu (1)	Deny Dny (1)
Come Cm (2)	Convenient Cnvnt (3)	Denial Dnyl (1)
Commence Cmnc (2)	Convenience	Depart Dprt (1)
Commencement	Cnvnc (3)	Depend Dpnd (2)
Cmncmnt (2)	Converse Cnvrs (2)	Deserve Dsrv (2)
Communicate	Conversation	Desire Dsr (1)
Cmunct (2)	Cnvrstn (2)	Detail Dtl (2)
Communication	Convince Cnvnc (3)	Determine Dtrmn (2)
Cmunctn (2)	Corner Crnr (1)	Die Di (1)
Community Cmunt (3)	Correct Cret (2)	Different Dfrnt (3)
Company Co (2)	Correction Crctn (2)	Difference Dfrnc (3)
Compare Cmpr (2)	Correspond Crspnd (2)	Difficult Dfelt (3)
Compel Cmpl (2)	Correspondence	Disappoint Dspnt (1)
Completion	Crspdnc (1)	Discharge Dschg (1)
Cmpltn (3)	Cost Cst (1)	Discover Dscvr (1)
Comply Cmpl (1)	Count Cnt (3)	Discovery Dscvry (1)
Comprehend	County Cnty (3)	Dislike Dslk (1)
Cmprhnd (2)	Country Cntry (2)	Distant Dstnt (3)
Conceive Cncv (3)	Countryman	Distinct Dstnet (3)
Conception Cncptn (2)	Cntrymn (3)	Distinction Dstntn (3)
Concern Cncrn (2)	Course Crs (2)	Distinguish Dstng (3)
Conclusion Cnclsn (3)	Credit Crdt (2)	Divide Dvd (1)
Conduct Cndct (2)	Custom Cstm (2)	Division Dvsn (3)
Confer Cnfr (2)	Danger Dngr (2)	Dollar Dlr (1)
Confession Cnfsn (2)	Daughter Dtr (1)	Doubtful Dtfl (3)
Confidence Cnfdnc (2)	Deal Dl (3)	Dozen Dzn (1)
Confident Cnfdnt (2)	Dear Dr (3)	Drop Drp (1)
Confine Cnfn (1)	Death Dh (2)	Due Du (3)
Conformity Cnfmt (1)	Dead Dd (2)	Duly Duy (3)
Connect Cnct (2)	December Dec (2)	Duty Dy (3)
Connection Cnctn (2)	Decent Dcnt (3)	Earth Erh (2)
Consequence	Decency Denc (3)	Easy Ezy (3)
Cnsqnc (2)	Decide Dcd (1)	East Est (3)
Consequent Cnsqnt (2)	Decision Dctn (3)	Effect Efet (2)
Consider Cnsdr (3)	Declare Dclr (2)	Effectual Efetl (2)

Effort Efrt (2)	Expression Xprsn (2)	Hand Hnd (1)
Embrace Embrc (2)	Extend Xtnd (2)	Happen Hpn (1)
Employ Empl (1)	Extensive Xtnsv (2)	Happy Hy (1)
Employment	Extreme Xtrm (3)	Health Hlh (2)
Emplmnt (1)	Extraordinary	Hear Hr (3)
Enable Nbl (2)	Xtrdnr (2)	Held Held (2)
End Nd (2)	Fair Fr (2)	High Hi (1)
Endeavor Ndvr (2)	Familiar Fml (3)	Help Hlp (2)
Engage Ngj (2)	Family Fmy (1)	Hold Hld (2)
Engagement	Fashion Fsn (1)	Home Hm (2)
Ngjmnt (2)	Fast Fst (1)	Honor Hnr (1)
Enjoy Nj (1)	Favor Fvr (2)	Honorable Hnrbl (1)
Enjoyment Njmnt (1)	Favorable Fvrbl (2)	Hope Hp (2)
Ensue Nsu (3)	February Feb (2)	House Hs (3)
Enter Ntr (2)	Feel Fl (3)	Human Hmn (3)
Enterprise Ntrprz (1)	Female Fem (2)	Husband Hsbnd (2)
Entertain Ntrtn (2)	Final Fnl (1)	Idea Id (3)
Entertainment	Find Fnd (1)	Important Mprtnt (1)
Ntrtnmnt (2)	Fine Fn (1)	Importance Mprtnc (1)
Entire Ntr (1)	Fix Fx (3)	Impossible Mps (1)
Equal Eql (3)	Forget Fgt (2)	Improve Mprv (3)
Error Err (1)	Forgot Fgot (1)	Improvement
Especial Espcl (2)	Forth Frth (2)	Mprvmnt (3)
Essential Esntl (2)	Fortune Ftn (3)	Increase Incrs (3)
Establish Estb (1)	Fortunate Ftnt (2)	Independent
Estimate Estmt (2)	Found Fnd (3)	Indpdnt (2)
Event Evnt (2)	Friday Frda (1)	Individual Indv (3)
Evident Evdnt (2)	Friend Frnd (2)	Infer Infr (2)
Evidence Evdnc (2)	Gather Gthr (1)	Inference Infrnc (2)
Exact Xct (1)	Gave Gv (2)	Influence Infnc (2)
Examination	General Gn (2)	Inform Infm (1)
Xmntn (1)	Gentleman Gnt (2)	Information
Excellence Xlnc (2)	Get Gt (2)	Infmtn (1)
Exception Xcptn (2)	Got Got (1)	Inquire Inqr (1)
Exchange Xch (2)	Glad Gld (1)	Instant Istnt (1)
Expect Xpct (2)	Go G (2)	Intelligent Itlgnt (2)
Experience Xprnc (3)	Gone Gn (1)	Intend Intnd (2)
Explain Xpln (2)	Good Gd (3)	Intention Itntn (2)
Explanation	Grand Grnd (1)	Intercourse Intrcrs (2)
Xplntn (2)	Great Grt (2)	Interest Ntrst (2)
Express Xprs (2)	Habit Hbt (1)	Interfere Ntrfr (3)
		Interrupt Ntrpt (2)

Interruption	Luck Lck (2)	Notify Ntf (1)
Ntrptn (2)	Madam Mdm (1)	Notion Ntn (2)
Interval Ntrvl (3)	Made Md (2)	November Nov (2)
Interview Ntrvu (3)	Main Mn (2)	Number Nmbr (2)
Introduce Ntrdc (3)	Make Mk (2)	Numerous Nmrs (1)
Introduction	Maker Mkr (2)	Object Obj (1)
Ntrdctn (2)	Man Mn (1)	Objection Objtn (2)
Irregular Irg (2)	Manage Mnj (1)	Oblige Oblg (1)
January Jan (1)	Management	Obligation Obgtn (2)
Job Jb (1)	Mnjmnt (1)	Observe Obsrv (1)
Join Jn (1)	Manner Mnr (1)	Observation
Judge J (2)	March Mar (1)	Obsvtn (2)
Judgment Jmnt (2)	Mark Mrk (1)	Obvious Obvs (3)
July Jy (1)	Matter Mtr (1)	Occasion Ocsn (2)
June Jn (3)	May Ma (2)	Occupation Ocptn (2)
Keep Kp (3)	Mean Mn (3)	Occur Ocr (2)
Knew N (3)	Men Mn (2)	Occurrence Ocrnc (2)
Know N (2) †	Meet Mt (3)	October Oct (2)
Kindness Kndns (1)	Mention Mntn (2)	Offense Ofns (2)
Lad Ld (1)	Met Met (2)	Offensive Ofnsv (2)
Lady Ldy (2)	Million Mln (3)	Office Ofc (1)
Large Lj (1)	Mind Mnd (1)	Official Ofsl (3)
Late Lat (2)	Misfortune Msftn (1)	Oh Oh (2)
Lay La (2)	Mistake Mstk (2)	Opinion Opn (3)
Lead Ld (2)	Monday Mnda (2)	Operate Opr (2)
Learn Lrn (2)	Money Mny (2)	Operation Oprtn (2)
Leave Lev (3)	Mortal Mrtl (1)	Opportunity Oprt (3)
Left Lf+ (2)	Mother Mthr (2)	Order Rdr (1)
Length Lngh (2)	Name Nm (2)	Ordinary Rdry (1)
Let Lt (2)	Namely Nmy (2)	Pair Pr (2)
Letter Ltr (2)	Nature Nat (2)	Part Prt (1)
Liable Lbl (1)	Natural Natl (1)	Partial Prtl (1)
Liberty Lbrt (3)	Necessary Ncsr (2)	Partly Prtl (1)
Life Lf (1)	Need Nd (3)	Party Prt (1)
Limit Lmt (3)	Neglect Ngl (2)	Pass Ps (1)
Line Ln (1)	Negligence Nglnc (2)	Pay Pa (2)
Little Ltl (3)	Neighbor Nbr (2)	Payment Pamnt (2)
Live Lv (3)	Neighborhood	Peculiar Pcu (3)
Long Lng (1)	Nbrhd (3)	People Pp (3)
Look Lk (3)	North Nrh (2)	Person Prsn (2)
Low Lw (2)	Notice Ntc (2)	Per Annum Pr An (1)

Per cent Pr Ct (2)	Propose Prps (2)	Respectable Rspctbl (2)
Perceive Prcv (3)	Prove Prv (3)	Responsible Rspnsbl (1)
Perfect Prfct (2)	Public Pb (2)	Return Rtrn (1)
Perform Prfm (1)	Purpose Prpos (2)	Rise Rz (1)
Period Prd (3)	Pursue Prsu (3)	Room Rm (3)
Permanent Prmnt (2)	Put Pt (3)	Round Rnd (3)
Permit Prmt (3)	Question Q (2)	Run Rn (2)
Place Plc (2)	Quick Qk (3)	Sake Sk (2)
Please Plz (3)	Quiet Qet (1)	Sale Sl (2)
Pleasure Plzr (2)	Quite Qt (1)	Said Sad (2)
Point Pnt (1)	Rail-road Rlrd (2)	Satisfy Stf (1)
Policy Pol (1)	Raise Rz (2)	Satisfaction Stfctn (2)
Popular Pplr (3)	Ran Ran (1)	Satisfactory Stfctry (2)
Portion Prtn (2)	Rate Rt (2)	Saw Sw (1)
Position Pstn (3)	Read Rd (3)	Say Sa (2)
Positive Pstv (3)	Ready Rdy (2)	See S (3)
Possess Pss (2)	Real Rl (3)	Seek Sk (3)
Possession Pssn (2)	Reason Rzn (3)	Select Slct (2)
Possible Psbl (2)	Receive Rcv (3)	Sell Sl (2)
Power Pwr (3)	Receipt Rct (3)	Send Snd (2)
Practice Prcts (3)	Recollect Rclct (2)	Sense Sns (2)
Precious Prss (2)	Recommend Rcmnd (2)	Sensible Snsbl (2)
Prefer Prfr (3)	Refer Rfr (2)	Sent Snt (2)
Prepare Prpr (2)	Refuse Rfz (3)	Separate Seprt (2)
Present Prsnt (2)	Regard Rgd (1)	September Sept (2)
Principal Ppl (1)	Regular Rg (2)	Serve Srv (2)
Privilege Prvg (3)	Relate Rlt (2)	Servant Srvnt (2)
Procure Prcu (3)	Relation Rltn (2)	Service Srvc (3)
Produce Prdc (3)	Remain Rmp (2)	Settle Stl (2)
Profess Prfs (2)	Remark Rmk (1)	Settlement Stlmnt (2)
Profession Prfsn (2)	Remarkable Rmkbl (1)	Show Sho (2)
Profit Prft (1)	Remember Rmbr (2)	Sick Sk (3)
Profitable Prftbl (1)	Render Rndr (2)	Side Sd (1)
Progress Prgrs (1)	Repeat Rpt (3)	Sight Sit (1)
Prominent Prmnt (1)	Reply Rpl (1)	Sign Sn (1)
Prompt Prmt (1)	Report Rprt (2)	Signify Snf (1)
Proof Pf (3)	Represent Rprsnt (2)	Simply Smpy (3)
Proper Prpr (1)	Request Rqst (2)	Single Sngl (3)
Property Prprt (1)	Require Rqr (1)	Singular Snglr (3)
Proportion Prptn (2)	Respect Rspct (2)	

Sister Ss (3)	Superior Sprr (3)	Unable Nbl (2)
sit St (3)	Support Sprt (2)	Uncommon Ncmn (1)
Situation Situ (2)	Suppose Sps (2)	Undergo Ndrg (2)
Slow Slo (2)	Surprise Srprz (1)	Understand
Small Sml (1)	Suspect Sspct (2)	Ndstnd (1)
Society Sety (1)	Suspicion Ssptn (3)	Understood Ndrstd (3)
Son Sn (2)	Suspicious Sspss (3)	Undertake Ndtk (2)
Sort Srt (2)	System Sstm (3)	Undertook Ndtk (3)
Sought Sot (1)	Take Tk (2)	Undoubtedly
Source Src (2)	Taken Tkn (2)	Ndtdy (2)
South Sth (3)	Taught Tot (1)	Uneasy Nezy (3)
Space Spc (2)	Telegraph Tlg (1)	Unequal Neql (3)
Spacious Spass (2)	Telegram Tlgm (1)	Uneven Nevn (3)
Speak Sp (3)	Thank Thk (1)	Unexpected Nxpcd (3)
Special Spc (2)	Thing Tg (3)	Unfair Nfr (2)
Specify Spcf (1)	Think Th (3)	Unfavorable Nfvbl (2)
Spoken Spkn (2)	Thorough Thor (2)	Unfriendly Nfrndl (2)
Spring Spg (3)	Thought Thot (1)	Unfortunate Nftnt (1)
Square Sq (2)	Throw Thr (2)	Unknown Nkn (2)
Stand Stnd (1)	Threw Thr (3)	Unhealthy Nlthy (2)
State Stt (2)	Thrown Thrn (2)	Unhappy Nhy (1)
Statement Sttmnt (2)	Thursday Thda (2)	Unkind Nknd (1)
Start Strt (1)	Time Tm (1)	Unnatural Nnatl (1)
Station Sttn (2)	Tell Tl (2)	Unnecessary Nncr (2)
Stay Sta (2)	Told Tld (2)	Unpopular Nppr (1)
Step Step (2)	Took Tk (3)	Unreasonable
Stood Std (3)	Trace Trc (2)	Nrzb1 (3)
Stop Stp (1)	Trade Trd (2)	Unsatisfactory
Street St (3)	Travel Trvl (1)	Nstfr (3)
Strength Strgh (2)	Traveller Trvlr (1)	Untrue Ntr (3)
Strong Strg (1)	Treat Trt (3)	Untruth Ntrh (3)
Study Std (2)	Treatment Trtmnt (3)	Unwell Nwl (2)
Subject Sbj (2)	Trifle Trfl (1)	Unwilling Nwllng (3)
Submit Sbm1 (3)	Trouble Trbl (2)	Use Uz (3)
Substance Sbstnc (1)	Troublesome	Useful Uzf (3)
Sufficient Sfent (3)	Trblsm (2)	Useless Usls (3)
Suggest Sjst (2)	True Tr (3)	Value Vlu (1)
Suggestion Sjtn (2)	Truth Trth (3)	Valuable Vlbl (1)
Suit St (3)	Try Tr (1)	Vast Vst (1)
Summer Smr (2)	Tuesday Tsda (3)	View Vu (3)
Sunday Snda (2)	Turn Trn (2)	Village Vlj (3)

Virtue Vrtu (3)	Whole Hl (2)	Women Wmn (3)
Want Wnt (1)	Wholly Hly (2)	Work Wrk (1)
Wealth Wlh (2)	Wife Wf (1)	World Wld (1)
Wealthy Why (2)	Winter Wntr (3)	Worse Wrs (1)
Weather Wthr (2)	Wish Wsh (3)	Worst Wrst (1)
Went Wnt (2)	Worth Wrh (2)	Write Rt (1)
West Wst (2)	Woman Wmn (3)	Wrong Rng (1)

It will doubtless occur to the learner that in many instances shorter abbreviations might be used than those selected. A combination of letters having been assigned to represent a word, it is advisable that it be uniformly used therefor, even though the derivative might be still further shortened without interfering with legibility. But it is better to avoid extreme abbreviation until experience shall show that it can be used with safety.

PUNCTUATION.

But little regard need be paid to punctuation when writing swift. An interrogation point, however, may be indicated. A comma and semi-colon and a period also—by the ordinary signs.

PHRASING.

As stated, the list of words used in the current language is comparatively small. Hence, it must often happen in the construction of sentences, that two or more words will be grouped together in phrases and become familiar to the sight and hearing. The abbreviations for such words may often be written without spaces being left between them, and the experienced and intelligent writer will soon learn to recognize the group of words they represent as readily as if each were separated by a space from the other. As the omission of spaces will further economize finger movement, they may be omitted to the extent that they will accelerate speed and not impair legibility. It is difficult to lay down a rule which will exactly define the extent to which this expedient may be applied; it must be determined by experience and the necessity shown for its employment. But, as a guide to the learner, the following general statement will be found of service :

Whenever two or more words occur so frequently together that their abbreviations can, with safety, be written without spaces,

and with no more thought than would be required to write them separately, and the abbreviations thus made can be easily read—then spaces may be omitted in every case.

The position of the first word determines the position of the phrase.

The following examples of phrases will illustrate the application of this principle :

It is very necessary that	At the time of	Atthtmo (1)
Tisvrncstt (3)	To a great extent	Tagrtxtnt (3)
I have no doubt of it	There was nobody there	
Ivndtot (1)	Thrwznbdtthr (2)	
As soon as possible	Under the circumstances	
Azsnazpsbl (1)	Ndrthercmstncz (2)	
At the present moment		
Atthprsnmtmmnt (1)		

This expedient for saving finger movement is familiar to fast writers who, in practical reporting, write common phrases, without lifting the pen from the paper, and the group of words thus written are to them as legible as though each word had been written apart from the others.

It is well for the student, however, in his early practice to exercise some degree of care in the making of phrases ; and in all cases to feel a reasonable assurance that the words occur in connection with such frequency that they can, with experience, be written without a conscious effort of the mind being employed to group them together.

To attempt to prepare a list of phrases which can be safely made, would be a useless task, for the combinations of common words are so numerous that they would suffice to fill a book of themselves. A few examples need only be given by way of illustration, and the study of these will disclose the methods at present in use. By a little practice the requirements for every pursuit can easily be obtained.

A LIST OF ORDINARY PHRASES.

As a matter of course	As if it had been	Azifthdbn (1)
Azamtrocrs (1)	At liberty to	Atlbrtt (1)
As near as I can remember	As I regard it now	
Aznrazicnrmbr (1)	Azirgrdtnw (1)	

At first Atfrst (1)	For several weeks Fsvwks (1)
As great as Azgrtaz (1)	For several years Fsvryrs (1)
At some time Atsmtm (1)	For themselves Fthmsvs (1)
As much as possible	From place to place
Azmchazpsbl (1)	Frmplctplc (1)
Are you sure Rysur (1)	For the most part Fthmstprt (1)
At all events Atalevnts (1)	From that time to the present
Anything like it Aythylkt (1)	Frmtttmthprsn (1)
As many as possible	For ever and ever Frev&ev (2)
Azmnyazpsbl (1)	For instance Frinstnc (1)
As good as can be Azgdazenb (1)	For a long time Fralngtm (1)
At that time Attttm (1)	For some time Frsmtm (1)
Any more than Aymrthn (1)	How many days Hmnydz (3)
Always ready Alwzrdy (1)	He had no reason for it
As sure as Azsuraz (1)	Hhdnrznrft (3)
All that can be done	He stated to me that it was so
Alttenbdn (1)	Hsttdtmthwzs (3)
As it would Aztwd (1)	He is out of town Hisototn (3)
As it seems to me Aztsmstm (1)	He is most likely to
Any more than Aymrthn (1)	Hismstlklyt (3)
By which means Bywehmns (1)	He may not have had
By itself Bytsf (1)	Hmntvhd (3)
By mail Bym (1)	Have you stated all you recollect
Be likely to know Blklytn (3)	Hvysttdalyrclt (2)
By means of which	Human beings Hmnbngs (3)
Bmnsowch (1)	Have you made Hvymd (1)
By telegraph Bytlg (1)	Human nature Hmnntr (3)
Before this time Bfrthstm (3)	I should not have been
By that time Byttm (1)	Isdntvbn (1)
By express Byxprs (1)	I want to have it done
Can it be possible Cnithpsbl (1)	Iwntvtdn 1
Do you mean to say Dymntsa (3)	I mean to be there Imntbthr (1)
Do you regard it Dyrgrdt (3)	I expect it will be done
Does it seem to you Dztsmt (2)	Ixpcttwlbdn (1)
Do you believe it is so	I have been told that he said
Dyblvtss (3)	Ivbnltdthsd (1)
Do you suppose that it will	It is very seldom Tisvryslm (3)
Dyspsttl (3)	On his part Onhzprt (1)
Do you recollect Dyrclet (3)	It is too much Tismch (3)
Do you expect that Dyxpcet (3)	I am sure of it Iamsurot (1)

Just as far as possible	She should have it done
Jstazfrazpsbl (2)	Shsdvtdn (3)
Just as long as he can	Some other person
Jstazlngazhc (2)	Smothrprsn (1)
Just as well as Jstazwlaz (2)	Such was my belief
Just as good Jstazgd (2)	Schwzmbf (2)
Let us bear in mind	Such as it is Schaztis (2)
Ltusbrinmnd (2)	Some one or other
Let us see Ltusse (2)	Smonrothr (2)
Let us consider Ltuscnsdr (2)	That it must be Thttmstb (3)
Let us take into consideration	This morning Thsmrnng (3)
Ltustkntcnsdrfn (2)	Till it has been Tlthzbn (3)
Long time ago Lngtmago (1)	There can be no question about it
Let us be sure that Ltusbsrtt (2)	Threnbnqabt (2)
Let us remember Ltusrmbr (2)	The manner in which it is done
Let us take care Ltustker (2)	Thmnrinwhchtisdn (2)
Left hand corner Lfthndcrnr (2)	They would not have been satisfied
Let me tell you Ltmtly (2)	Thwdntvbnstsf (2)
My dear sir Mdrsr (2)	To some extent Tsmxtnt (3)
More than ever Mrthnevr (2)	They are very likely to be
My dear madam Mdrmdm (1)	Thrvrylklytb (2)
Many times Mnytms (1)	They think that they will
My own opinion is Monopnis (1)	Ththnktthwl (2)
Not necessarily Ntncsy (1)	Under ordinary circumstances
Not an instant Ntanistnt (2)	Ndrordycestncz (2)
No longer ago than last week	Until it has been Ntlthzbn (2)
Nlnragothnlstwk (2)	Upon which Pnwch (2)
No more than anybody else	Very often it is so
Nomrthnaybdels (2)	Vryofntiss (2)
Not a moment Ntammnt (1)	Very great Vrygrt (2)
Not now Ntnw (1)	Very much has been said
On all subjects Onalsbjcts (1)	Vrymchhzbnsd (2)
Our own Ouron (3)	Very soon Vrysn (2)
On either hand Onethrhnd (1)	Without any doubt
On his own account	Wthtaydt (3)
Onhzonaent (1)	We mean to be certain
On the one side Onthonsd (1)	Wmntbertn (3)
On that day Onttda (1)	When is it necessary
Post office Pstofc (2)	Whnisitncsr (2)
Feculiar circumstances of the case	With his approval
Pculreestnczothcs (3)	Wthzaprvl (3)

We hope to have	Whptv (3)	You may depend upon it	
Which has been	Whchsbn (3)		Ymdpndpnt (3)
We have seen him	Wvsnhm (3)	You must admit	Ymstadmt (3)
What has been done in regard to		You are certain	Yrcrtn (3)
it	Whthzbndninrgtit (1)	You are quite likely to	
We could not understand it			Yrqtlklyto (3)
	Wcdntndrstndit (3)	You may take charge of it	
Who was there	Whwzthr (3)		Ymtkchgoit (3)

The student should not be too anxious to write phrases until he can first read and write disjoined words with ease and facility; phrasing will come with practice.

The list of words on pages 9, 10, 11 and 12 are those which are principally used in the construction of derivative words. Many of the derivatives undergo slight changes in form, generally in their terminal syllables. Under the rules of grammar in relation to number, person mood or tense, such changes involve modifications in the abbreviations; these are in nearly all cases uniform, and may be included in the following rules:

The plural of substantives is indicated by the letter S or Z, the use of the one or the other of the letters being determined by the pronunciation.

EXAMPLES.

Account	Acnt (3)	Advantages	Advz (1)	Change	Chng (2)
Advantage	Adv (1)	Port	Prt (2)	Changes	Chnz (2)
Accounts	Acnts (3)	Ports	Pts (2)		

The third person singular of the regular verbs is indicated by the addition of the letter S or Z.

EXAMPLES.

Benefit	Bnft (3)	Benefits	Bnfts (3)	Cure	Kr (3)
Expect	Xpct (2)	Expects	Xpcts (2)	Cures	Krz (3)
Hear	Hr (3)	Hears	Hrz (3)		

The imperfect tense of the regular verb is indicated by the addition of the letter D.

EXAMPLES.

Form	Frm (1)	Concern	Cncrn (2)
Formed	Frmd (1)	Concerned	Cncrnd (3)

CONCLUSION.

When the student has completed the course of lessons given in the preceding pages; he is ready to begin to put into practice what he has learned. He should endeavor to take notes of speeches; evidence of witnesses, or even the conversation around him, and after each exercise he must read what has been written. By continual practice in this manner it is quite possible for him to advance to a speed of from 125 to 150 words; although the average speed will be about 100 words per minute—the ordinary speed of an expert penman writing longhand is 35 words. Condensed Longhand offers great inducements to a vast number of people, to write shorthand; who have not the time to devote to the study of stenography. Notice and you will find, there are many persons who give plenty of valuable time to an endeavor to acquire the art of stenography. But among the number there are very few who arrive at success. Every one can, with diligent and careful study, reach a certain point, a certain speed; but beyond this they cannot pass. Let any one, who is acquainted with stenography, look at the note book of a professional stenographer. I venture to say he will find very few forms on a page which are drawn correctly, according to the rules of the system written. The writer will acknowledge they are wrong, but he will say he can remember what was intended, and can easily read the outlines. The men engaged in this profession of verbatim reporters are men possessed of extraordinary memories; they frequently remember what was said without having any signs written whatever; as, for instance, reporters on the daily press writing up interviews. But for ordinary people who have no such gift, or training, yet who wish to save time and labor, and who have very few spare moments for study, and wish to reach a result in a short time, Condensed Longhand is the only sensible system of Shorthand. This work has been compressed from its original 200 pages to the present compact form in small type; for the purpose of issuing the most convenient volume. Everything except what was absolutely necessary to present; has been omitted. Munson's Phonographic Dictionary published by Mr. James E. Munson, of New York, contains the abbreviations for all the words in the English language. Although it is a Stenographic Dictionary, the forms are printed in type and are exactly the same as those used in Condensed Longhand, (with a few exceptions, as when a vowel begins a word.) The book will be found of great assistance in determining the abbreviation or position of a doubtful word.

As compared with any of the systems of stenography the present mode of writing Longhand results in the waste of about three-fourths of the vast amount of time and labor devoted to its use. It is quite unnecessary to speak of the tediousness of Longhand; every writer who has used it to any considerable extent is convinced that it is exceedingly irksome. Its cumbersomeness has long ago led to the devising of numerous shorthand systems to save time and labor. Mr. Andrew J. Graham was the first to publish a system of abbreviations many years ago. But his system was founded exclusively on theory. Not being successful, it performed at least one good and that was, the suggesting of many changes which were discovered afterward to be of value in practice. The present system is altogether practical and is a saving of a great amount of life exhausting labor. After a careful investigation it has been proved; that with the use of Condensed Longhand, a saving of fifty per cent is effected, and the legibility of the writing is unchanged.

A GUIDE TO A PRACTICAL ACQUAINTANCE
WITH THE ART OF

CONDENSED LONG-HAND,

BY MEANS OF WHICH THE PRINCIPAL ADVANTAGES OF SHORT-
HAND ARE SECURED WITHOUT RESORT TO STENOGRAPHIC
CHARACTERS AND WITH PERFECT LEGIBILITY,

BY EUGENE BENETT.

"Who that is much in the habit of writing, has not often wished for some means of expressing by two or three dashes of the pen, that which as things are, it requires such an expenditure of time and labor to commit to paper? Our present mode of communication must be felt to be cumbersome in the last degree, unworthy of these days of invention; we require some means of bringing the operations of the mind, and of the hand, into closer correspondence. The brightest thoughts are often marred in the writing."

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Condensed Longhand impresses all with an admiration of its simplicity and truthfulness; hundreds and thousands have studied it so far as to be able to correspond in it. It is by far the most philosophical, and in many important respects, the most useful system of shorthand ever devised. Such a railway system of writing enables the pen to keep pace with the rapid conception of thought, on a very simple, yet, entirely scientific basis. A railroad method of communicating thought; a railroad by reason of its expedition, a railroad by reason of its ease; it is so clear as to be easily learned by every one of ordinary capacity, and the public benefits to be derived from it are entirely incalculable. It is the only mode at once philosophical and practical of writing language by abbreviations accurately representing the elements of which all language is composed.

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